



City of Florence

250 Hwy 101, Florence, OR 97439
www.ci.florence.or.us

CITY OF FLORENCE, OREGON
IS ACCEPTING APPLICATIONS FOR
CHIEF OF POLICE

APPLICATION TIMELINE:

Open Until Filled—First Review March 6, 2015



The Community

Florence is located on the Central Oregon Coast, about 60 miles west of Eugene. The incorporated population of Florence is 8,565 with an area population of approximately 15,000, which often doubles during times of high tourism. Florence is a thriving community in western Lane County with an economic base of small businesses, medical care facilities, and other services including the fishing and logging industries. In recent years Florence has welcomed active retirees and has expanded its tourism base.

Visitors come to Florence to experience the beautiful Oregon Coast, the Oregon Dunes National Recreation Area, Florence's historic Old Town district with a boardwalk and a variety of shops, and more. For more information on the Florence area, please visit www.florencechamber.com.

The mission of the City of Florence is:

To meet community expectations for municipal services, provide a vision for civic improvements, maintain a quality environment and position Florence to have an economically viable and sustainable future.

The City

Incorporated in 1893, the City of Florence operates under the council-manager form of government. The mayor and four councilors are elected at large with the mayor serving a two-year term and the councilors serving four-year overlapping terms. Department heads, including the Police Chief, report directly to the City Manager.

In 2015, the City Council welcomed several new members including a new Mayor and three new Councilors. The City Council is working on developing a vision and work plan for the City.

The City has approximately 58 FTE staff members and a FY 2014-15 budget of \$25.4 million, including \$5.88 million allocated to the General Fund. The City's Departments include City Manager's Office, Finance, Police, Court, Community Development, Public Works, and the Florence Events Center.



The Police Department

We are proud of the Florence Justice Center which houses law enforcement, dispatch, municipal court, justice court, an 18 cell municipal jail, and serves as a 911 PSAP for Fire and EMS in West Lane County.

The Florence Police Department is a full-service law enforcement agency with a Police Chief, 1 Lieutenant, 3 Sergeants, 9 Patrol Officers (including 1 K-9 Officer), 1 newly established Corrections Officer, 1 Detective, 1

Communications Supervisor, 6 Communications Officers, 1 Executive Assistant, 3 Reserve Officers, and 10 Auxiliary Officer volunteers. The 2014-15 departmental budget for the Police Department is \$2.5 million.

The Mission Statement of the Police Department is:

To efficiently provide quality law enforcement services to our community by promoting a safe environment through a police-citizen partnership with an emphasis on mutual trust, integrity, fairness, and professionalism.

The Police Chief Position

The Police Chief works under the supervision of the City Manager. The Police Chief administers, plans, and directs the operations of the Police Department with a community-oriented policy and problem solving philosophy. He/she performs law enforcement, emergency management and crime prevention work, including patrol and investigation as necessary. The position communicates with the public in matters of public safety and concerns. The Police Chief serves as a member of the City's management team and assures efficient and economical use of departmental funds.

Upcoming Opportunities:

- Development of strong partnerships throughout the community.
- Implementation of the updated Police Department Policy Manual.
- Continued work on emergency planning for the City in conjunction with regional partners.
- Assessment of long-term funding, budget management, and strategic planning for the Department.
- Evaluation of the need for and potential implementation of a School Resource Officer.
- Assessment of the jail operations and future planning for the facility.
- Reassessment of the K-9 Program.

The Ideal Candidate

Knowledge, Skills and Abilities:

Broad knowledge of law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices. Proven ability to plan, organize, supervise and evaluate the work of employees as well as excellent communication (verbal and written, including public speaking), budget management, organization, leadership and time management skills.





Education and Experience:

Completion of a four-year college degree from an accredited university, preferably in law enforcement, criminal justice, public administration, or related field and at least six years of law enforcement experience with at least three years in a police administration/management position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Experience with emergency preparation and management is

preferred. Must not have been absent from full time law enforcement position for more than two years prior to assumption of these duties.

Special Requirements & Licenses:

Possession of Basic Certification in law enforcement. Possession or ability to obtain DPSST Management and Executive Certification within one year of appointment. Possession of or ability to obtain a valid Oregon driver's license within the first 30 days of residency; satisfactory driving record. Certification from the FBI Academy or similar advanced training program preferred.

Supervisory Responsibility:

Directly supervises a lieutenant, three sergeants, an administrative assistant, and has general responsibility for additional regular and reserve law enforcement, civilian volunteers, and office personnel, typically over 15 seldom exceeding 25 FTE on an annualized basis.

Compensation

The established salary range for the Police Chief position is \$73,000 - \$96,000. The starting salary will be dependent on experience and qualifications. A generous benefit package is also provided, including employer paid medical, dental and vision insurance, statutory life insurance, long-term disability, and AD&D coverage.

How to Apply

If you are interested in this opportunity, please submit a cover letter indicating your specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile; a completed City of Florence Application for Employment (found on the City's website at www.ci.florence.or.us); and a list of five professional references. Please mail or hand deliver the cover letter, resume, application, and references to Florence Police Chief Recruitment, c/o City of Florence, 250 Hwy. 101, Florence, OR 97439 or e-mail to recruitment@ci.florence.or.us. First screening of applications will be Friday, March 6th, 2015.

Veteran's Preference - The City of Florence provides qualifying Veterans and Disabled Veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City website at www.ci.florence.or.us) and the required documentation with his/her application material.

Following the closing date, applicants will be screened according to the qualifications outlined above. Finalists will be invited to participate in an assessment by law enforcement professionals and community members. The City Manager will make the final selection. Background/reference investigations, drug screening, and medical and psychological evaluations will be required of the successful candidate.

The City of Florence is an Equal Opportunity Employer

